

ADDENDUM TO SCHEDULE OF SERVICES

1. SCOPE

This is a competitive, multiple, indefinite delivery and indefinite quantity (ID/IQ) award task order vehicle. This solicitation is a small business set-aside issued under the franchise authority of the Department of the Interior, Minerals Management Service, GovWorks. Under the franchise authority, GovWorks provides acquisition support to other federal agencies. This particular contract will provide for contract writing, editing, and layout design for various writing products in behalf for the Department of Interior's Policy, Management and Budget Offices and open to all agencies. As future requirements are identified, it is critical that GovWorks has a ready contract vehicle in place for client agencies with an immediate need for these types of products or services.

Independently and not as an agent of the government, the contractor shall furnish the necessary products, and services, to perform in accordance with the type of work set forth in the Statement of Work. All work performed under this contract will be specifically identified by the issuance of a Task Order which will include a Task Order Statement of Work.

2. MINIMUM AND MAXIMUM THRESHOLDS

Both the government and the contractor agree that guaranteed minimum order amount under this contract will be the amount stated below. The total amount of this contract shall not exceed a maximum amount of \$4,000,000.00.

Guaranteed Minimum Dollar Threshold.....\$100.00

Maximum Dollar Threshold.....\$4,000,000.00

3. PERIOD OF PERFORMANCE

The period of performance of this contract is five years from the date of award or until the aggregate total of all Delivery/Task Orders issued against this contract equals the maximum dollar threshold cited above, whichever shall come first. The contractors shall complete the work associated with each Delivery/Task Order in accordance with the completion time specified on the order.

4. SERVICES

The contract also encompasses writing projects targeted to the general public as the primary audience to include corporate-style, informational reports and publications designed to educate and engage citizens regarding Interior's programs and policies.

Overall projects for this contract may include, but are not limited to, Interior's PAR, strategic planning papers and documents, strategic human capital management plan and workforce planning-related reports, financial management and budget documents, and various other department-level publications requiring professional level writing and editing skills.

4.0 Specific Tasks

The contractor will be directly responsible for ensuring the accuracy, timeliness and completion of all tasks assigned under this contract. Specifically, the contractor will provide:

4.1 Proficiency Requirements

The contractor must have a thorough understanding of and familiarity with the Department of the Interior's mission and programs, as well as its bureaus and offices. The contractor must understand government strategic planning and budget processes, and be familiar with applicable laws and regulations governing Federal agencies and their management practices. The contractor should be a professional writer with experience in writing about natural resource issues, and have expert-level experience in writing performance-oriented plans or reports for DOI. In addition, the contractor must be able to produce documents that provide the necessary information in a compelling, easy-to-understand manner of high-enough quality to be used by the White House, OMB, the Congress, private organizations, and the American public. The contractor must be able to provide guidance regarding layout and design and appropriate use of illustrations, graphics, and other visuals.

4.2 The contractor must be able to provide products to DOI in electronic (i.e., source and .pdf formats) and hard copy formats. Electronic copies provided must be compatible with Microsoft Word and/or computer-based desktop publishing applications like PageMaker, InDesign, and Microsoft Publisher. The contractor must be able to accept and send document files electronically.

4.3 Skills Needed

The following skills are required:

1. Thorough knowledge of the Department of the Interior, its mission, programs, bureaus, offices, and key executives.
2. Expert knowledge of requirements for publishing the annual PAR.
3. Familiarity with OMB's Circular A-11 and other salient OMB circulars and guidance, the Federal budget process, key acts and laws affecting Federal management practices including the Government Performance and Results Act (GPRA), the Chief Financial Officers' Act, the Government Management Reform Act (GMRA), the Clinger-Cohen Act, the Information Technology Implementation and Management Reform Act (ITIMRA), National Environmental Policy Act (NEPA), the

- Federal Financial Management Improvement Act (FFMIA), and the Federal Managers' Financial Integrity Act.
4. Expert knowledge of the Department of the Interior's new GPRA Strategic Plan (FY 2003-2008) and familiarity with other keystone reports of Interior including the Strategic Human Capital Management Plan.
 5. Familiarity with the objectives of the President's Management Agenda (PMA) and the Program Assessment Rating Tool (PART).
 6. Familiarity with the the Mercatus Center's Annual Performance Scorecard and the Association of Government Accountants' CEAR (Certificate of Excellence in Accountability Reporting) reporting requirements.
 7. Ability to conduct research to obtain information needed to write and/or edit specific reports. This research might take the form of interviewing key Interior executives and/or program managers, contacting Interior employees for additional information about a specific topic, on-line research of Interior's web pages (or other agency web pages), and review other appropriate literature from electronic or hard copy sources.
 8. Demonstrated ability to provide appropriate advice and guidance regarding graphics and layout of executive-level, corporate-style reports.
 9. Expert-level experience in writing and editing, with specific experience in conservation and resource management related writing and editing, as well experience in financial, budgetary, technical human resource, and other management issue-related areas of writing.
 10. Demonstrated ability to produce professional-grade, articulate, accurate, and compelling documents for consumption of a range of audiences---from Cabinet-level government executives to the general public. The contractor must be flexible and adept at adjusting messages, storylines, and other content of these documents to comprehension levels of specific audience types as required.
 11. Ability to communicate electronically via e-mail, and to generate and share written material via electronic means using applications such as Microsoft Word, Excel, and PowerPoint.
 12. Ability to communicate effectively at all levels of the Departmental organization and to work cooperatively in resolving conflicts regarding content of drafted products.

4.4 DOI will provide, either in hard copy, electronically, or by reference to electronic sources (for example, web-site content):

- a. Applicable background documents related to each project.
- b. Public information documents (including press releases and speeches).
- c. Access to DOI personnel for meetings, interviews, etc.

- d. A point of contact on staff to serve in a liaison role with the contractor on each writing project.

5. REQUIRED TRAVEL

Any travel under this contract must be pre-approved in writing by the Contracting Officer or COTR and in accordance with the Federal Travel Regulations. Additionally, travel costs shall bear no administrative fee.

6. ISSUANCE OF DELIVERY/TASK ORDERS AND CONTRACT ADMINISTRATION

All Delivery Orders against this contract and contract administration will be performed by.

GOVWORKS
381 Elden Street, MS 2510
Herndon, Virginia 20170-4817

Copies of all correspondence concerning this contract must be provided to the Contracting Officer at the address stated above.

7. INVOICING

Contractor shall submit invoices to GovWorks at www.govpay.gov and in accordance with FAR 52.212-4(g) Invoice (see section III of this contract).

8. FAIR OPPORTUNITY TO BE CONSIDERED

FASA guidelines mandate that each Contractor be given a fair opportunity to be considered for each order in excess of \$2,500.00. When possible, the contractor under this vehicle may be given the opportunity to compete with each for task orders. However, the Contracting Officer has broad discretion in determining how work will be issued to awardees under this contract. Factors considered in placing orders will include:

- (a) Past performance under previous order (if any) issued under this contract, including quality of work performed, cost control, responsiveness to customer needs, and adherence to schedule;
- (b) Unique capabilities of one contractor to meet the needs of a particular requirement;
- (c) Economy and efficiency, such as where learning curve and start-up cost would be greatly reduced by issuing an order as a logical follow-on to a

- previously awarded order for which all contractors were given fair opportunity to compete; and,
- (d) Physical location of contractor personnel in terms of proximity to the place of performance, whereby cost effectiveness would be lost to extreme travel costs or other logistical challenges.

9. PROTEST OF TASK ORDERS

In accordance with FAR 15.606 (8) No protest under Subpart 33.1 is authorized in connection with the issuance or proposed issuance of an order under a task-order contract or delivery-order contract, except for a protest on the grounds that the order increases the scope, period, or maximum value of the contract (10 U.S.C. 2304c(d) and 41 U.S.C. 253j(d)).